



## Job Description

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### Position Title: Administrative Assistant

#### Purpose of Position

The Administrative Assistant to the Director of Early Education is responsible for fulfilling the mission of Des Moines Christian School by providing excellence customer service to our families. This position is designed to help the Director of Early Education by providing information to families, maintaining student information, and communication to the department.

#### Position:

- Part-time, 15-20 hours per week
- Calendar Year
- Hourly, At-will employee

**Reports To:** Early Education Director  
**Evaluated By:** Early Education Director  
**Direct Reports:** None

#### Qualifications:

- High School Diploma or equivalent.
- BA/BS and/or background in business and customer service, preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

#### Professional Profile:

- Committed to the mission of DMCS.
- Demonstrates computer proficiency including Microsoft Office.
- Possesses excellent organizational skills and work ethic.
- Meets deadlines.
- Characterized by integrity.
- Maintains confidentiality.
- Maintains a high level of attendance and is punctual.
- Models Christ-like behavior in word and behavior both in and out of the classroom.
- Demonstrates excellence in communication and interpersonal skills.

#### Responsibilities:

##### Communication

- Serves as the Welcome Desk for students, parents, and guests.
- Monitors the security of the school.
- Answers primary phone number for the department and connect callers to the correct person.
- Contacts parents as needed (illness, etc).
- Updates information for EE digital display.



- Updates website and online calendar as needed.
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#### **Administrative**

- Prepares online registration materials.
- Registers students and assures all documents are completed.
- Maintains office cleanliness
- Orders supplies for office/department.
- Disburses mail/packages to the department.
- Maintains and distributes key fobs.
- Serves lunch for the center when needed.

#### **Scheduling**

- Manages Early Education Director's calendar to schedule meetings.
- Assists with meeting preparation, materials, and agenda.
- Assists with securing substitutes for staff absences.

#### **Internal Event Coordination**

- Assist with various employee and school events
  - Open houses
  - Parent-Teacher Conferences
  - Christmas Program
  - Preschool Graduation

#### **Recordkeeping and Compliance**

- Prepares and maintains health files for state yearly audit and update parents as the health forms expire.
  - Establishes and maintains complete student files according to Department of Human Services regulations.
  - Creates, maintains and distributes class lists and sign in sheets for each classroom.
  - Complies with building security measures.
  - Maintains employee certification tracking and assists with scheduling training as needed.
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- In the absence of the Early Education Director, makes emergency decisions.
  - Performs such other duties as assigned.

Revision Date: 05/2018